



FEMA



National Emergency Management Advanced Academy



Program Description Application for Admission 2017-2018

Application deadline: September 8, 2017

National Emergency Management Advanced Academy

Overview

The National Emergency Management Advanced Academy (NEMAA) reinforces the qualities needed to lead emergency management programs, provides relevant management theories and concepts, and utilizes appropriate case studies. Advanced Academy participants work within a collaborative environment on projects and establish a network of peers. Students learn skills critical to performing leadership responsibilities such as program management and oversight, effective communication at all levels, integrated collaboration, and strategic thinking. The Advanced Academy provides students the opportunity to demonstrate their critical thinking ability through a guided Research Project. Students apply the key learning concepts from the Advanced Academy curriculum relative to their own strengths and challenges, their organizations, and their own performance environments.

Target Audience

The Advanced Academy is designed for mid-level managers with a minimum of three (3) years-experience in an emergency management-related position. Individuals working in the following fields are encouraged to apply:

- Emergency management
- Public Safety
- Public Health
- School Systems
- Medical services
- Military
- Non-profits and non-governmental organizations
- Private sector organizations or companies

Cohort Model

The Advanced Academy program follows a cohort model; the courses are not offered individually. The Advanced Academy program consists of four (4) courses, each five (5) days in duration. Courses are scheduled over the course of one year and must be completed in sequence. Attendance at each course is required. The program also requires each student to conduct an individual research project.

Dates

Applicants must be able to commit to all four courses as scheduled:

- Dec 4 - 8, 2017 Survey of Advanced Concepts in EM Organizations (E0451)
- Feb 12-16, 2018 Assessment and Application of Professional Style in EM (E0452)
- Apr 23-27, 2018 Advanced Concepts & Issues in the EM Organization (E0453)
- Aug 13-17, 2018 Advanced Concepts & Issues in the EM Community & Profession (E0454)

Location

All courses are scheduled at:

John Tyler Community College
800 Charter Colony Pkwy
Eliades Hall, Classroom E202
Midlothian, VA 23114

http://www.jtcc.edu/downloads/about/midlothian_map.pdf

Application for Admission:

Interested students must complete the enclosed application for admission and provide all supporting documentation by September 8, 2017. Admission to NEMAA is selective; this ensures the success of each learner and helps create a class cohort with representation from a variety of emergency management areas. Admitted students will be notified when an admissions decision has been made. Only admitted students are authorized to register for Advanced Academy courses. VDEM employees are eligible to apply; however, the number of employees admitted is limited in order to achieve the organizational balance described.

FEMA Documentation:

The NEMAA program is a FEMA Emergency Management Institute program and, as such, requires participants to also submit a completed FEMA 119-25-1 form (Complete sections 1-21d only). Please sign your form and VDEM Training, Education and Exercises Division will submit your form to the State Coordinator for approval. The FEMA 119-25-1 form is accessible online at <https://training.fema.gov/apply/119-25-1.pdf>. You also must have a FEMA Student Identification Number (SID). Click here to create one: <https://cdp.dhs.gov/femasid/register>.

Notification of Acceptance:

Applicants will be notified of their admission status in writing. To accept an offer of admission students must reply to the Virginia Department of Emergency Management's Training, Education and Exercise Division by the deadline communicated in the admissions offer letter.

Travel, Meals, and Accommodations:

There are no course fees students admitted to the Advanced Academy. However, students are responsible for costs associated with meals, transportation, and lodging.

Course and Research Project Descriptions**E/L 0451 - A Survey of Advanced Concepts in Emergency Management**

This course provides students with critical skills needed to perform responsibilities such as program management oversight, effective communication, research resources, applicable laws, policy considerations, collaboration, and strategic thinking. Participants will learn approaches to managing emergency management programs, including how to build collaborative partnerships and networks. Topics included in this course include: management qualities, management

styles, strategic thinking, decision making, problem solving, evaluation, strategic planning, budgeting, vision and mission statements, research methodology, laws, policy considerations, program risk management, collaboration and communication, and change management. Students will explore emergency management best practices, lessons learned, various tools, and documentation requirements. Students will come away with an understanding of Federal, state, tribal, territorial, and local emergency management programs, as well as how those programs can be effectively leveraged to support community needs and requirements. (5 day course)

E/L 0452 Assessment and Application of Professional Style in Emergency Management

The goal of this course is to provide emergency management professionals with critical skills needed to be able to apply personal management styles in the context of EM. It provides participants with the essential skills needed to lead emergency management programs at the mid-manager's level. Participants gain knowledge necessary for understanding and developing themselves as mid-level managers. This includes developing critical thinking and decision-making skills, learning how to maximizing personal influence and communication skills, working through resiliency tasks, and motivating and managing others. It also provides an opportunity to explore the importance of ethics, values, and accountability and an opportunity to share best practices, lessons learned, tools, and documentation to have a firm understanding of Federal, state, and local emergency management programs, as well as how those programs can be effectively leveraged to support state and local needs and requirements. (5 day course)

E/L 0453 Advanced Concepts and Issues in the Emergency Management Organization

The course provides emergency management professionals with skills needed to perform key roles within the emergency management organization. In this context, the emergency management "organization" is the entire community of professionals with whom the emergency manager works during emergency planning, preparedness, response and recovery. This community includes immediate organizational staff, governmental peers and partners, and the network of public and private sector people and organizations that are engaged in supporting emergency management efforts. The goal of this course provides students with the tools needed to be able to reach out to others to solve large, complex problems. (5 day course)

E/L 0454 Advanced Concepts and Issues in the Emergency Management Community and Profession

This course provides emergency management professionals with critical skills needed to engage the challenges associated with the broader regional, national and international emergency management community. This class is designed to provide participants with an understanding of these broader issues and the opportunity to apply the knowledge and skill gained through the previous three courses and the research project work to the broader strategic emergency management arena. (5 day course)

Research Project:

A key component of the Advanced Academy is the independent research project. Each student will select a research topic that relates to their own professional interests and goals and to the concepts and principles explored throughout the program. Students develop and implement their research plan. The findings from this research will be presented as a research paper and presentation. Students complete their research between the third and fourth course in the program in order to present their key findings during the final course.



FEMA



National Emergency Management Advanced Academy

2017-2018 Application for Admission

Use this application form to apply for admission to the National Emergency Management Advanced Academy offered by the Virginia Department of Emergency Management in 2017-2018. The application deadline is September 8, 2017.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Email: _____ Phone: (____) _____

1. Place of employment: _____

Current Job Title/Position: _____

Department/Division: _____

Number of Years in an EM Leadership Position: _____

2. ☐ Yes, I have included a cover letter that describes my qualifications for the NEMAA program and how it aligns with my professional goals.

3. ☐ Yes, I have included my resume with this application and it outlines my emergency management experience and related professional accomplishments.

4. Regarding my FEMA 119-25-1 form,

☐ Yes, my FEMA 119-25-1 form has been completed and is enclosed.

<https://training.fema.gov/apply/119-25-1.pdf>

☐ Yes, my FEMA 119-25-1 form has been completed and was submitted separately. <https://training.fema.gov/apply/119-25-1.pdf>

5. ☐ **Yes** I am making a commitment to attend each of the required courses on the dates scheduled and to complete all assignments and projects.

L0451: December 4 – 8, 2017

L0452: February 12-16, 2018

L0453: April 23-27, 2018

L0454: August 13-17, 2018

Please answer Questions 6, 7, and 8 on a separate page and attach the document to this application.

6. Describe your emergency management duties and responsibilities and the supervisory role that you have within the organization that you are assigned, along with the length of your emergency management service.
7. Describe the two most challenging emergency management problems facing you on your job and explain how they affect the attainment of your organization goals.
8. What goals do you expect to realize by participating in the Advanced Academy and how might achieving those goals enhance your career?
9. **Special Accommodations:** If you require any type of accommodation, such as dietary, mobility, etc., please describe your needs.

10. **Authorization/Signature:** Your signature on this application confirms all information on this application and in supplemental materials is factually true and accurate and that you have read, understand, and agree to fulfill the program requirements and expectations.

Signature

Date

Return your completed application and supplemental documents to:
VDEM Training, Education and Exercise Division
Attn: Donna B. Taylor donna.taylor@vdem.virginia.gov
10501 Trade Court, N. Chesterfield, VA 23236